

ChatGPT / Cheat Sheet

100 practical slash-style prompt shortcuts • Type a command + your request

Writing & Editing

#	Command	Use it for
1	/clean	Remove unnecessary words and make the content professional.
2	/rewrite	Rewrite the text clearly while preserving the original meaning.
3	/professional	Make the writing polished, authoritative, and business-ready.
4	/simple	Explain it so a complete beginner can understand.
5	/short	Make the response concise and to the point.
6	/detailed	Give a thorough explanation with useful context.
7	/final	Give only the final ready-to-use version.
8	/grammar	Correct grammar, spelling, punctuation, and awkward wording.
9	/polish	Improve clarity, flow, tone, and word choice.
10	/human	Make the writing sound natural and human.

Content & Copywriting

#	Command	Use it for
11	/friendly	Make the tone warm, friendly, and approachable.
12	/formal	Make the tone formal and suitable for professional use.
13	/casual	Make the wording relaxed and conversational.
14	/confident	Make the writing confident without sounding arrogant.
15	/persuasive	Make the message more convincing and action-oriented.
16	/clear	Remove ambiguity and make every point easy to understand.
17	/expand	Add useful detail, examples, and context.
18	/summarize	Summarize the key points without losing important information.
19	/bullet	Convert the content into clear bullet points.
20	/outline	Turn the topic into a logical structured outline.

Social Media & Publishing

#	Command	Use it for
21	/title	Generate strong title options for the topic.
22	/hook	Create attention-grabbing opening hooks.
23	/viral	Make the content highly clickable without misleading clickbait.
24	/discover	Optimize the content specifically for Google Discover.
25	/seo	Optimize the content for search intent and SEO.
26	/keywords	Generate relevant primary, secondary, and long-tail keywords.
27	/meta	Write an SEO-friendly meta title and meta description.

#	Command	Use it for
28	/description	Write a compelling description for the content.
29	/caption	Create a social-media-ready caption.
30	/hashtags	Generate relevant and focused hashtags.

Planning & Productivity

#	Command	Use it for
31	/cta	Create strong calls to action.
32	/intro	Write a compelling introduction.
33	/conclusion	Write a concise and memorable conclusion.
34	/story	Turn the information into an engaging story.
35	/script	Turn the idea into a ready-to-use script.
36	/voiceover	Write natural voiceover narration.
37	/dialogue	Create realistic dialogue for the scene or topic.
38	/thread	Turn the topic into a social-media thread.
39	/post	Create a polished social-media post.
40	/linkedin	Optimize the content for LinkedIn.

Analysis & Decision Making

#	Command	Use it for
41	/instagram	Optimize the content for Instagram.
42	/ideas	Generate creative ideas around the topic.
43	/brainstorm	Brainstorm multiple approaches, angles, and possibilities.
44	/plan	Create a practical step-by-step plan.
45	/strategy	Suggest a clear strategy with priorities and actions.
46	/checklist	Turn the task into a practical checklist.
47	/roadmap	Create a phased roadmap with milestones.
48	/workflow	Design an efficient repeatable workflow.
49	/template	Create a ready-to-use template.
50	/framework	Build a reusable framework for the problem.

Research & Learning

#	Command	Use it for
51	/steps	Break the task into simple sequential steps.
52	/prioritize	Rank the options by impact and importance.
53	/quickwin	Identify the fastest high-impact improvements.
54	/next	Tell me the best next action based on the current situation.
55	/action	Convert the advice into specific actionable tasks.
56	/goal	Turn the objective into measurable goals.
57	/timeline	Create a realistic timeline for completing the work.
58	/compare	Compare two or more options clearly.
59	/proscons	Give the main advantages and disadvantages.
60	/recommend	Recommend the best option and explain why.

Business & Work

#	Command	Use it for
61	/rank	Rank the options using clear criteria.
62	/score	Score the options against defined criteria.
63	/analyze	Analyze the information, data, or idea in depth.
64	/audit	Audit the content, process, or result for weaknesses.
65	/review	Review the work and identify what should improve.
66	/critique	Give constructive criticism with specific fixes.
67	/factcheck	Identify claims that need verification and explain why.
68	/risks	Identify key risks, weaknesses, and failure points.
69	/assumptions	List the assumptions behind the recommendation.
70	/examples	Give practical real-world examples.

Data, Excel & Coding

#	Command	Use it for
71	/usecases	List useful use cases and situations where it applies.
72	/questions	Generate the most important questions to ask.
73	/faq	Create a useful FAQ with concise answers.
74	/table	Present the information in a clean comparison table.
75	/matrix	Create a decision matrix using relevant criteria.
76	/decision	Help make the decision and explain the trade-offs.
77	/excel	Explain or solve the Excel task with practical steps.
78	/formula	Create or explain the required formula.
79	/dashboard	Design a dashboard structure, KPIs, and layout.
80	/data	Analyze the data and identify useful insights.

Visual & Creative

#	Command	Use it for
81	/chart	Recommend the best chart and explain how to build it.
82	/sql	Write or explain the SQL query.
83	/python	Write or explain Python code for the task.
84	/code	Create clean, practical code for the requested task.
85	/debug	Find likely bugs and provide fixes.
86	/optimize	Improve performance, efficiency, or quality.
87	/automation	Suggest ways to automate the workflow.
88	/prompt	Create a strong reusable prompt for the task.
89	/infographic	Turn the information into a clean infographic concept.
90	/thumbnail	Create a high-CTR YouTube thumbnail concept.

Communication & Learning

#	Command	Use it for
91	/handwrite	Format the content like handwritten notes or a study sheet.
92	/cheatsheet	Turn the information into a compact cheat sheet.
93	/presentation	Turn the topic into a structured presentation outline.
94	/email	Draft a polished email for the situation.
95	/message	Write a concise ready-to-send message.
96	/translate	Translate the content naturally while preserving meaning.
97	/localize	Adapt the content to the target country, audience, or culture.
98	/study	Create a study-friendly explanation, notes, and practice questions.
99	/quiz	Turn the topic into a quiz with answers.
100	/teach	Teach the topic step by step like a personal tutor.

Pro tip: These are reusable prompt shortcuts, not built-in ChatGPT commands. Combine them when useful — for example: **/viral /discover /final** + your topic.

Save this PDF as your personal 100-command prompt reference.